Courtesy Email

I would like to receive due date reminders and hold notices by email from Carlsbad City Library. I understand that I am responsible for checking my email, acting promptly in response to courtesy email, and responsible for notifying Carlsbad City Library if I am not getting email or of a change in my email address.

Name:																				
	Last Name			First								Middle								
Birth Date (Required if under 18):																				
	mm/dd/yyyy																			
Carlsbad Library Card Number (no spaces):																				
PIN Code (no spaces):																				
Change email address on file:								☐ Yes						□ No						
Email A	ddress:																			

Important Information about Courtesy Email

Failure to receive a courtesy email does not waive your responsibility for the timely return of materials, any fines for their late return, or fees for items on hold that are not picked up. The hold pickup period is seven days from the date we send you the courtesy email.

The parent or legal guardian of a minor child (under 18) must authorize email reminders for the child's account.

Your email address will only be used to notify you when items you placed on hold are available to pick up or to remind you of due dates on materials you have checked out. We will not use this information for commercial marketing. Please see the City of Carlsbad's Privacy and Security Statement for more information.

If you choose to receive notices by email, you will no longer be sent any notices by US mail of items on hold or overdue on your account.

When you receive email from the Library, the "From" line will read "sirsi@galileo.sirsi.net."

If you do not receive notices by email after you signed up, please check the following:

- Be sure the user/address of "sirsi@galileo.sirsi.net" is listed as acceptable in any spam-blocking software that you or your email provider use.
- If you do not receive a confirming email that we have processed your notification request within 2-3 days of submitting it, contact the Library to confirm that we have the correct address.
- Check with your Internet Service provider to be sure they have not had interruptions in service.
- For more information, please refer to our Email Notice FAQ, available at the Circulation Desk.